FSA Integration Program

United States Department of Education
Federal Student Aid

R 2.0 School Group Design

Task Order #116

Version 1.1

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Revision History

Date	Version	Description	Author
12/08/2003	1.0	School Group design based on requirements selected in scope for R 2.0.	Seth Sinclair
12/31/2003	1.1	Updated for Deliverable 116.6.1	Brian Cannavan

As-Is School Group Process

Locator Submission

- When a Locator School logs into eZ-Audit and selects to create a submission, the system displays the FS and CA Info pages with a pre-populated list of schools in the group.
- A Locator for a Group with Consolidated Audits completes data entry for their consolidated FS and CA the same way an individual institution does.
- A Locator for a Group with Unconsolidated Audits completes data entry for their consolidated FS the same way an individual institution does. They then complete CA data entry with all member OPEIDs in mind (i.e. for the question asking "Does this Compliance Audit contain any findings?" the Locator should answer yes if the Locator or any Member location has findings).
- The system displays the exact same submission pages/questions regardless of group type.
- After submission, one FS record and one CA record is forwarded to FSA regardless of group type. The CA has one ACN.

Member Submission

- Per current system design, Member Schools should not be added as eZ-Audit users. The system does not support Member login/functionality.

Submission Resolution

- The resolution process is the same as the process for an individual school annual submission. There is 1 FS Resolution and 1 ACD, DDIF, PADL, and FAD for the CA.

To-Be School Group Process

Upon logging into the application, the system will recognize the institution as a member of a specific type of School Group: a group with a Consolidated Audit or a group with Unconsolidated Audits. The system will also recognize the institution as a type of institution in that group: a Locator Institution or a Member Institution. Based on the type of institution and the type of group, the system will display the appropriate submission pages to the institution as follows in the To-Be School Group Process.

Locator Annual Submission (Consolidated Audit)

Financial Statement Information (SS #1)

- When the Locator School logs into eZ-Audit and selects to create an annual submission, the system will display the FS Info page to collect the consolidated FS info for all of the institutions in the School Group. Other than the changes listed below, the FS Info page and FS Data Entry templates will continue to look the same as the current FS submission page.
- For a propriety group with Consolidated Audits, the system will display fields to capture the 90/10 revenue attestation for every school in the school group. The system will automatically build a list of OPEIDs and provide a field to capture 90/10 for each.
- The question asking if the submission is for a school group will be reworded and will read, "Our records indicate that this group contains the following OPEIDs…"
- The system will display text on the page informing the institution to contact FSA if group information is incorrect.
- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Compliance Audit Information

- When the Locator School views the CA page, other than the changes listed below, the CA Info page will continue to look the same as the current CA submission page.
- The question asking if the submission is for a school group will be reworded and will read, "Our records indicate that this group contains the following OPEIDs…"
- The system will display text on the page informing the institution to contact FSA if group information is incorrect.
- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Locator Annual Submission (Unconsolidated Audit)

Financial Statement Information (SS#2)

- When the Locator School logs into eZ-Audit and selects to create an annual submission, the system will display the FS Info page to collect the consolidated FS info for all of the institutions in the School Group. Other than the changes listed below, the FS Info page and FS Data Entry templates will continue to look the same as the current FS submission page.
- For a propriety group with Unconsolidated Audits, the system will display fields to capture the 90/10 revenue attestations for every school in the school group. The system will automatically build a list of OPEIDs and provide a field to capture 90/10 for each.

- The question asking if the submission is for a school group will be reworded and will read, "Our records indicate that this group contains the following OPEIDs…"
- The system will display text on the page informing the institution to contact FSA if group information is incorrect.
- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Compliance Audit Information (SS# 3-5)

- The CA Info page will default to capture information for the Locator ID. The questions will be the same as the current annual CA Info page.
- The system will provide a way for the Locator school to access Compliance Audit data entry pages for each member institution. This could be through links (clicking on a member in the pre-populated school group list) or from a pre-populated dropdown list.
- The system will display a message at the top of the page indicating which institution's CA the Locator is currently viewing.
- The Locator will have update access to both their own CA Info page and all members CA Info pages.
- The CA Info page will display an indicator to show which CA is being viewed.
- The question asking if the submission is for a school group will be reworded and will read, "Our records indicate that this group contains the following OPEIDs…"
- The system will display text on the page informing the institution to contact FSA if group information is incorrect.
- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Checklist (SS #6)

- The system will display fields to capture checklist items for the consolidated FS (same as current annual).
- The system will display fields for the locator to complete checklist items for their own CA (same items are current annual).
- The system will display a way for the locator to access a CA checklist for each member OPEID with update access (either table or pre-populated dropdown list).
- The page will display an indicator to show with checklist is being viewed.
- Another option is to break the Checklist into separate left navigation options for the FS Checklist and CA Checklist. On the CA Checklist, user would have the ability to select by OPEID.

Upload (SS# 7-9)

- The locator will have the ability to upload the consolidated FS.
- The locator will have the ability to upload their CA.
- The system will allow the locator to upload CAs for all member institutions by OPEID.
- The system will build tables of attachments by OPEID.

Submit (SS#10-11)

- On the submission page the system will display a grid that lists all of the institutions in the School Group. The Locator will be able to select which institutions in the group the locator is

currently submitting. This grid will have an option for the locator to "select all" of the institutions in the grid.

- Upon submit the system will check to see if the Locator FS, CA, Checklist, and Upload items are all complete. If they are not all present, the system will display error messages on the Submit Page asking them to complete their submission.
- The system will also check to see if member CAs, checklists, and uploads are present.
- If all are submitted, then the system will move the submission to ED/QC. The system will assign separate ACNs to each CA.
- The system will display a grid to the locator asking them which OPEIDs they are submitting for.

Ins Home Page (SS #12)

- If all member information is present, the system will remove the link to complete the annual submission.
- If all member information is present, the system will display a notification stating that the submission was sent to ED.
- If any member item is missing, the system will continue to display the link to complete the annual submission.
- If any member item is missing, the system will display a notification stating which member submissions are missing.

Historical Submissions

- The system will display an annual record in Historical Submissions once all portions of the submission are complete and submitted to ED.
- The Locator will have the ability to see a read only view of all parts of the submission.

Institution Profile

- On the table that displays institutions in the school group, the system will display a new column that indicates which institution is the Locator.

Member Annual Submission (Unconsolidated Audit)

Ins Home Page

- The system will display a link to access the annual submission and will display a notification for submission due/overdue.

Financial Statement Information (SS #13)

- The system will display a read-only page where the member can view any FS data entered by the Locator (if Locator has entered no data, blank values will display).
- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Compliance Audit Information (SS#14)

- The system will provide fields for the Member to enter their CA info (same fields as current CA page).
- The system will not allow the Member to see CA info for any other OPEIDs in the group.

- In the table that displays the institutions in the School Group, the system will display not only the institution name, but also the institution state and the institution city.

Checklist (SS#15)

- The system will provide fields to for the Member to complete checklist items for their own CA.
- The system will not allow the Member to see the CA checklist for any other OPEIDs in the group.

Upload (#16)

- The system will allow the Member to upload their CA.
- The system will not allow the Member to see uploaded CAs for any other OPEIDs in the group.

Submit (SS#17)

- Upon submit the system will check to see if the Member CA, Checklist, and Upload items are all complete. If they are not all present, the system will display error messages on the Submit Page asking them to complete their submission.
- If the Locator FS and CA and all other Members CAs have been submitted, the system will move the submission to ED/QC. The system will assign separate ACNs to each CA.

Ins Home Page

- The system will remove the Member's link to the annual submission.
- If the Locator FS and CA and all other Members CAs have been submitted, the system will display a notification stating that the submission was sent to ED.
- If the Locator or other Members still need to submit, the system will display a notification stating that the current Member's portion of the submission is complete.

Historical Submissions

- The system will display an annual record in Historical Submissions once all portions of the submission are complete and submitted to ED.
- The Member will have the ability to see a read only view of the Locator FS and their own CA, Checklist, and Upload.

Institution Profile

- On the table that displays institutions in the school group, the system will display a new column that indicates which institution is the Locator.

Submission Resolution (Unconsolidated Audits)

QC

- The system will display one FS Record and many CA records in the QC queue for a Submission with Unconsolidated Audits (Locator FS and CA plus 1 CA for each member in the group).
- If at least one of the School Group records are marked incomplete, the entire submission will be returned to the group for resubmission after all records have been QC'd.

- If all records are marked complete after all have been QC'd –
    - o The Locator FS will be routed to a Co-Team leader based on the Team of the Locator Institution.
    - o The CA records will be routed to a Co-Team leader based on the Team of the institution (after any that required Coding have been coded).

Resolution
- All resolution documents will be the same as they are currently.
- Case Users will have access to submission pages as follows
    - o FS – Read-only, will display the FS of the Locator
    - o CA – Read-only, will default to the CA page of the OPEID being worked. User will have the ability to view all other CA from this page.
    - o Checklist – Read-only, FS Checklist is for the Locator. CA Checklist will default to the OPEID being worked. User will have the ability to view all other CA Checklists from this page.
    - o Upload – The system will display uploads in tables by OPEID. All attachments for all OPEIDs in the group will be displayed.
- The Locator FS record and each CA record will have their own resolution.

To-Be Non School Group Process

Institution Submission

- Remove all references to School Groups on all Submission pages.

Special Requirement

- A select few School Groups submit their annual submission once every 2 years. For this type of School group the system will recognize the institution as being in a School Group that submits every 2 years. The system performs internal calculations and displays the link to complete the annual submission only if it is due on the 2-year schedule. If the link is displayed, the institution will follow the To-Be School Group Process based on the type of group they are a part of and the type of institution they are in that group.